Instructional Materials Fees AP 5031

Reference: ***Education Code Section 76365; Title 5 Sections 59400 et seq.***

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Many courses require a material/instructional usage fee. Students should consult the current schedule of classes for fee amounts which are noted under the appropriate class description. Material fees are due at the time of registration and are not subject to waiver.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

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Establishing Required Materials and Related Fees

~~Instruction personnel~~ Faculty shall identify the need and recommend materials fee. The recommended ~~materials~~ fee shall be reviewed by the Division Dean to ensure need and compliance with regulations. The Assistant Superintendent/Vice President of Instruction will confirm compliance with the definitions. The Administrative Services Office will respond to State Chancellor's Office inquiries regarding fees.

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The office of the Assistant Superintendent/Vice President of Administrative Services will submit the recommended materials fees to the Governing Board for final approval.

The schedule of classes available on MyShasta, which is updated on a regular basis and available on-line, contains the most recent information regarding instructional materials fees. Optional fees are generally collected at the Business Office or at the Admissions and Records office. Mandatory material fees are paid at the time of registration.

The lecture or laboratory faculty member will provide students with the materials covered by the fee.

Board Reviewed [New] 07/12/17